

**Southwest Vermont Regional Technical School District (SVRTSD)**  
**Education and Education Committee Meeting Minutes: Monday, September 24, 2018**  
Small Conference Room, Career Development Center.

RGB members present: Ed Letourneau, Rickey Harrington, Leon Johnson, Ken Swierad, Fran Kinney.  
CDC Represented by Superintendent/Director Michael Lawler and Assistant Director Meg Honsinger

Recorder: Tiffany Martin

Finance and Education Committee meeting called to order by Chair Ed Letourneau at 2:30PM. He asked Supt. Lawler to start the discussion about Adult Education. Lawler stated for the past three years they have been managing adult education in house – responsibilities are split amongst Mike Lawler, Meg Honsinger and Stephanie Mulligan. Although they have stabilized the program and the CDC currently offers LNA, CDL, Vet Assistant, CNC and Pharmacy Tech, they are seeing a greater need in the community to expand adult education course offerings. State and Secretary of Education emphasize the importance of Work Force development in CTE.

In order to expand adult education Lawler proposes to bring back the adult education position with a different structure. Lawler distributed draft job description to committee members. Workforce Education Coordinator – school year position (plus days as needed) with potential to become a full year position depending on growth of the adult education course offerings. Candidate must have Master's Degree in order to obtain licensure. Stephanie Mulligan has identified funding for position to cover this school Year. Next year the position will be eligible for reimbursement from the state.

Monday, September 17<sup>th</sup> a meeting was held with Melany Letourneau from Department of Labor to discuss labor needs, current CDC course offerings and potential offerings. Community and industry needs are HVAC, Welding, Plumbing and Electrical. The CDC is hearing the needs from industries and wants to continue to foster relationships with K&E, Mack Molding and Kaman as well as build new relationships with surrounding industries.

The committees approved Supt. Lawler to post an anticipated vacancy position for the Workforce Education Coordinator position. Committee members are interested to see what the pool of candidates looks like. The committee members requested Lawler present this to the full board for discussion and approval to hire for this position.

Meeting adjourned at 3:30pm.